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6/1/04

1. ABOUT THE DEPARTMENT

HISTORY AND ORGANIZATION OF THE DEPARTMENT

On July 1, 1995, Public Act No. 95-257 created the Department of Mental Health and Addiction Services (DMHAS), bringing together the Department of Mental Health with the substance abuse component of the former Department of Public Health and Addiction Services.

DMHAS' mission is to improve the quality of life of the people of Connecticut by providing an integrated network of comprehensive, effective and efficient mental health and addiction services that foster self-sufficiency, dignity and respect. The attainment of a system that treats Connecticut residents in the most therapeutic setting appropriate to individual needs and that returns them to the fullest and most productive lives possible is a developmental process. The agency's programmatic structures are organized to reflect this continuing development.

Organizational Structure

Organizationally, DMAHS consists of a service system that includes six state operated and eight private non-profit local mental health authorities (LMHA's), and many private non-profit mental health and substance abuse service providers located throughout the state. The six State operated LMHA facilities are:

Capitol Region Mental Health Center – servicing the greater Hartford area
Connecticut Mental Health Center – servicing the New Haven area
River Valley Services – servicing the Middlesex County area
Southeast Mental Health Authority – servicing the Norwich/New London area
Southwest Mental Health System – servicing the Bridgeport/Stamford
Western CT Mental Health Network – servicing the Waterbury area

DMHAS also provides mental health and substance abuse treatment and prevention services at several state facilities that include inpatient treatment and hospitalization. The largest of these is Connecticut Valley Hospital (CVH) in Middletown, which is dedicated to both the provision of long-term psychiatric care in conjunction with a range of inpatient addiction services. Concurrently, Cedarcrest Hospital, which was administratively consolidated with the former Blue Hills Hospital, provides acute psychiatric and substance abuse care to the state's medically indigent population.

DMHAS SERVICES

DMHAS serves persons over 18 years of age with psychiatric illness or substance abuse disorders who must rely primarily on public support to obtain needed treatment for mental health or substance abuse, and/or whose illness is prolonged and severe. DMHAS also provides services for people with special needs, such as persons with

HIV/Aids, compulsive gamblers, substance-abusing pregnant women, persons with a traumatic brain injury, persons with psychiatric illness who are also hearing impaired, or those who have co-occurring disorders of addiction and psychiatric illness.

Mental Health Services

Psychiatric disability includes a wide variety of mental illnesses that often have a profound impact on the individual, their family, and their community. Treatment and rehabilitation needs may vary. Some individuals require service for brief periods of time while others may need psychiatric and support services for an indefinite period. The service system is designed to ensure that treatment, support, crisis and rehabilitation services are based on individual needs and provided in the most therapeutic environment possible. In addition, the system encourages the movement of individuals toward maximum levels of independent functioning.

Addiction Services

Addiction Services includes a comprehensive range of programs and services including prevention programs emphasizing community capacity building and state-of-the-art school and community based approaches. Substance abuse services are provided along the full continuum of care to persons who are at risk of, exposed to, or currently suffering from problems related to substance abuse. The full continuum of care includes prevention, early intervention, treatment and rehabilitation services.

AGENCY MISSION AND VALUES

Mission:

“The mission of the Department of Mental Health and Addiction Services is to improve the quality of life of the people of Connecticut by providing an integrated network of comprehensive, effective and efficient mental health and addiction services that foster self-sufficiency, dignity and respect.”

Values:

The Department is committed to the following values:

- Quality
- Integrity
- Respect
- Trust
- Collaboration
- Communication
- Diversity
- Responsibility
- Hope/Recovery
- Empowerment

In support of the agency mission statement and values, the DMHAS will undertake the following actions together with these groups:

Consumers, Clients, Service Users

Promote the empowerment of clients and families, and encourage individuals in taking responsibility for personal well-being.

Encourage recovery and hope while promoting natural supports

Support individuals in leading productive lives by fostering community integration and ensuring the availability of quality housing and employment

Value the experience of recovering people, seek their advice in departmental activities and advisory structures, and facilitate their employment in the DMHAS system.

Advocate on all levels for the prevention and reduction of stigma.

Ensure clients' confidentiality and personal rights

Honor the worth of self-help and mutual support

Constituent Groups And Communities

Recognize and proactively address community well-being, health and safety concerns

Advocate for social policy that promotes human rights, especially those of mental health and addiction services clients

Recognize that citizen advisory structures are an essential component of system planning

Acknowledge the unique contributions of families, friends and communities

The Service System

Promote prevention, intervention, treatment and recovery

Develop innovative and flexible services that focus on client strengths, choice, self-determination and mutual respect

Assure that the cultural and ethnic diversity of clients and staff is respected in the design and delivery of services

Value input from interested parties, including families, in continuously maintaining and improving service systems

Assure outreach, access and service availability for those who would otherwise go unserved while ensuring a stream-lined, non-duplicative service system

Assure the availability of a full range of responsive, comprehensive, coordinated services that are client driven, individually tailored and holistic

Embrace quality improvement, scientific research, evaluation and outcome driven programs

Empower and support staff in providing quality services and in initiating and participating in organizational and systems change

Model leadership at all levels that produces a collaborative, respectful, communicative and responsible work environment

Maximize program effectiveness and ensure cost efficiency

Use state-of-the-art approaches and technology in the design, delivery and evaluation of the service system

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Connecticut Department of Mental Health and Addiction Services to provide equal employment opportunity in these areas - recruiting, hiring, up-grading and promotion, conditions and privileges of employment, training, educational assistance, compensation, benefits, transfers, discipline, layoffs, recalls and termination of employment - to all current and prospective employees without regard to race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, criminal record, present or past history of mental disorder, mental retardation, learning disability, or physical disability, including but not limited to blindness. Additionally, the Department of Mental Health and Addiction Services recognizes that sexual harassment is a form of sex discrimination and that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which are used as conditions of employment decisions or which operate to create an intimidating, hostile or offensive working environment will not be tolerated.

These policies are pursuant to all applicable Federal and State constitutional provisions, laws, regulations, guidelines and executive orders. It is the intention of this Department to adhere to both the letter and the spirit of these laws and regulations, which, in addition to guaranteeing equal employment opportunity, require that special affirmative action be taken by the Department to overcome the effects of past discrimination.

This is achieved through the annual submission of an affirmative action plan and update to the Commission on Human Rights and Opportunities. An affirmative action plan is a detailed, result-oriented set of procedures, prepared and approved in accordance with Section 46a-68 of the Connecticut General Statutes.

The Department's Affirmative Action Plan provides the framework within which the Department and its managerial/supervisory personnel will establish, work to meet and evaluate the success of appropriate affirmative action goals. As a public document, the Department's Affirmative Action Plan is available for the review of Department employees, candidates for employment and the general public. Questions should be forwarded to the DMHAS Affirmative Action office at your facility/location.

It is the goal of this Department to ultimately achieve full utilization of minorities, women, older persons, the physically disabled and other protected classes within the Department's work force.

If you would like to access the Commission on Human Rights and Opportunities website for general information, frequently asked questions, or how to file a complaint, you may do so at <http://www.state.ct.us/chro>.

STATE OF CONNECTICUT MERIT SYSTEM

The State of Connecticut Personnel Merit System is managed by the Department of Administrative Services, who in turn decentralizes certain levels of authority to DMHAS. The Merit System is comprised of a series of rules and regulations designed to recruit, hire, and promote employees who are the best qualified to do a particular job.

Generally, the system requires that anyone who seeks a particular job with the State must meet a specified level of experience and training in terms of education and actual work background; do comparatively well on a written, oral, factored, or other type of examination; and successfully complete an on-the-job working test period. This system ensures that each qualified applicant has an equal chance to compete for a State job or promotion while at the same time providing the State with qualified personnel to efficiently carry out its vital work.

COLLECTIVE BARGAINING

Most employees, with the exception of those who are unclassified, managerial or confidential, are assigned to one of several collective bargaining units for the purpose of negotiating salary increases and other terms and conditions of employment. New employees covered under collective bargaining will receive a copy of their union contract usually from the Union Delegate/Steward. You should review your contract thoroughly since benefits may vary from contract to contract. Questions concerning the contract articles should be directed to your supervisor, Union Delegate/Steward, and/or DMHAS Human Resource Officers.

To obtain a copy of your contract from the internet please go to <http://www.opm.state.ct.us/olr/Contracts/olrcontracts.htm>.

2. ABOUT YOUR JOB

POSITION CLASSIFICATION

Your new job is one of many positions in the State classification system. Jobs involving basically the same type of duties and responsibilities, and experience and training requirements are grouped into a job classification. Formalized descriptions of each job classification, such as Clerk-Typist, Mental Health Associate, Staff Nurse, or any other classification used by the agency are available in the DMHAS Human Resources Office, or at the State of Connecticut DAS website at <http://www.das.state.ct.us/>. Please keep in mind, however, that any job descriptions are only intended to provide general descriptions of the tasks and responsibilities of a particular classification and do not necessarily include all aspects of a particular job.

SALARY AND PAY PRACTICES

If you are in a non-managerial classification, your job classification is assigned to a particular salary grade, which is the same for all positions within that classification. Each bargaining unit salary grade consists of seven (7) to eleven (11) steps ranging from the minimum to maximum salary for that grade. New non-managerial employees normally start on the first step and progress each year on their anniversary date to the next step by maintaining a satisfactory work record. This progression is called the “annual increment.”

The anniversary date for all employees (except managers) hired after June 30, 1977 is January 1. New employees who start work between January 1 and June 30 will be eligible for an annual increment the following January. New employees who start work between July 1 and December 31 will be eligible for an annual increment a year from the following January.

Pay Periods are bi-weekly beginning on a Friday and ending two weeks later on a Thursday. Your attendance and work codings are reported on a bi-weekly Time and Attendance sheet that is completed daily and submitted at the end of the payroll period to your supervisor. The paycheck for a particular pay period is issued two weeks following the close of that period; therefore, you are always two weeks behind in your pay. New employees who start work the Friday beginning a pay period will receive their first paycheck approximately four weeks from their starting date.

Paychecks are normally distributed after 3:00 PM on Thursday the close of a pay period. Your paycheck contains both your regular and overtime pay minus any optional or mandatory deductions. Federal and State withholding taxes, FICA (Social Security), and Union Dues/Agency Fees are examples of mandatory deductions. Optional deductions may include group life insurance, deferred compensation, U.S. Savings Bonds, United Way/Combined Health Appeal donations, Credit Union, and other elected and authorized payments.

Direct deposit of the net (after deductions) amount of your payroll check to your Bank, Savings Institution or Credit Union is available to all Department employees. Direct deposit enables an employee to have his/her paycheck deposited automatically in his/her own personal bank account, without having to personally take it to the bank. Instead of receiving an actual paycheck, the employee receives a check stub showing the deductions, and also a deposit "advice" indicating the amount deposited to his/her own bank account. Monies so deposited are available for withdrawal by the employee on Thursday payday, unless Thursday is a holiday, in which case the monies deposited will be available for withdrawal on the preceding day Wednesday at 9:00 a.m. Employees interested in direct deposit must fill out Form CO-1040 and return it to the DMHAS Human Resource Office.

DEFERRED COMPENSATION PLANS

All permanent State employees have the option of deferring a portion of their income with one of several companies by payroll deduction. The primary purpose of a Deferred Compensation Plan is to allow the employee to set aside a portion of salary for retirement and reduce their gross taxable income. Federal income taxes are not paid on these deferrals until they are withdrawn. Interest and dividends are also not taxed as they accumulate. An upper limit is set on such deferred earnings by Section 457 of the Internal Revenue Code. For 2002 the limit is 50% of gross taxable compensation, with a dollar limit of \$11,000. per year. The limit will increase by \$1,000 each year through 2006, when the limit reaches \$15,000. For years beyond 2006, the limit will increase in \$500. Increments, as needed, to reflect increases in the rate of inflation. Contributions can be taken out of the Plan when the employee retires, leaves State employment, or under some emergency financial situations. For more information on deferring

compensation, call the Plan Administrator at 702-3543, or visit the Comptroller's web-site at <http://www.osc.state.ct.us/empret/> and click on *Deferred Compensation Plan Information*.

SAVINGS BONDS

Employees may buy Series EE U.S. Savings Bonds through payroll deduction. Savings bonds are available in five denominations. The price is half the bond's face value. Series EE Savings Bonds earn variable interest, like money market accounts, if held five years. The rate changes twice yearly on May 1 and November 1, and the investor is guaranteed a minimum return. The rate is 85% of the market average on five-year treasury securities. Series EE bonds pay interest by increasing in value. Value at maturity will be at least the full amount of the bond, and more if the market-based rate is higher than the guaranteed minimum. Call 1-800-USBONDS for current interest rates. Bonds can be purchased in the following denominations: \$100; \$200; \$500; \$1,000; \$5,000.

PROBATIONARY PERIODS

In order to achieve permanent status* in your new job you will be required to satisfactorily complete an Initial Working Test Period which normally lasts for six (6) months. During this time your supervisor will familiarize you with your new duties and evaluate your work habits, job skills, and performance. Failure to satisfactorily complete the initial working test period will result in termination of employment.

You must also serve a probationary period each time you receive a promotion to a different job classification. This is called a Promotional Working Test Period and is generally four to six months in duration, depending on your labor contract. During this period your supervisor will evaluate your ability to perform the new job. If your performance and work habits are satisfactory, you will gain permanent status in the new job. Should you fail a promotional working test period served within the same agency, you may be reverted to the former position or job classification in which you held permanent status, depending on the provisions of your labor contract and availability of a position.

*NOTE: The phrase "permanent status" as used throughout this Handbook, is not meant to imply a guarantee of employment for life. Employment may be terminated for a variety of reasons, either voluntarily or involuntarily.

Performance appraisals are used to evaluate an employee's overall job performance. You will receive a performance appraisal during your initial working test period and during any working test period following a promotion. In addition, you will receive an Annual Performance Appraisal prior to your annual increment, which occurs either in January or July. However, a performance appraisal may be filed at anytime, particularly when an employee's job performance falls below acceptable standards. A rating of "Fair" in any two (2) rating categories constitutes a Less Than Good performance appraisal. A rating of "Unsatisfactory" in at least one (1) rating category constitutes an Unsatisfactory rating. A Less Than Good or Unsatisfactory Performance Appraisal may preclude the annual increment. Two consecutive Unsatisfactory Performance

Appraisals filed within a two (2) year period may be cause for dismissal.

PERSONNEL FILES

The Department of Mental Health and Addiction Services Human Resources Division maintains your official personnel file. Your personnel file contains information and documents related to your work status, such as transfer information, promotions, service ratings, pay increases, medical certificates, disciplinary documents, and any other information related to your employment with the Department. You may review the contents of your personnel file by contacting your local DMHAS Human Resources Division office for an appointment. Paid leave time will be granted in accordance with your union contract or existing practice.

Any changes in name, address, marital status, and the like should be immediately brought to the attention of the Human Resources Division so that agency records and your personnel file can be brought up to date. You must also complete an employee withholding allowance certificate (W4 Form and CT W4 Form) each time you change your name, address, or revise the number of claimed tax exemptions. In addition, you must also change your address on all health and dental insurance forms.

Employment inquiries from banks, credit companies and other similar situations will not be honored without your written consent. If the Human Resources Division receives such an inquiry, we will contact you to determine whether or not you wish to have the information released.

HOURS OF WORK

The regular workweek for most employees is dependent on the union contract covering your position. Security, hospital, and other health care employees may work a variety of schedules, per established work shifts. Employees assigned to units requiring twenty-four (24) hour coverage, such as nurses and doctors, may be assigned schedules which include rotating shifts, weekend and holiday work. Employees in certain bargaining units may be participating in experimental Flextime programs. This participation is limited by the respective labor contracts.

Changes in your regular work schedule may be requested to accommodate car and van pooling, or other nonpermanent extraordinary situations. Additionally, your supervisors may find it necessary to temporarily or permanently change your work schedule to meet the work needs of the unit. In such a situation you will be given as much notice as possible, usually at least two (2) weeks.

Regardless of your work schedule, you are expected to arrive at work on time, return from lunch on time, and not leave your job prior to quitting time.

Coffee Breaks - Generally, employees may have two (2) fifteen minute coffee breaks per day, usually one in mid-morning and one in mid-afternoon. Supervisors may set aside specific times for coffee breaks, which are to be taken at the time specified and

may not be “saved up” to extend a lunch period or to leave work early. Snacks and non-alcoholic beverages may be consumed if readily available. On occasion, coffee breaks may be delayed or cancelled due to emergency conditions or other high priority work, which would be impractical to stop.

Overtime - Overtime is time worked beyond the standard workweek, usually under certain emergency situations or to meet special needs for increased work production. All overtime work, except that involving emergencies, must receive prior management approval. Employees may be directed to work overtime as needed, and it is the employee’s responsibility to comply with these directions.

Payment for overtime work is made in accordance with bargaining unit contracts. Eligibility for paid overtime is governed by the provisions of the Federal Fair Labor Standards Act, which applies to all public employees except for the following:

- elected officials and their personal staff members
- individuals employed in a bona fide executive, administrative or professional capacity
- seasonal employees

Exempt employees who perform overtime work are entitled to receive Compensatory Time in lieu of paid overtime on an hour for hour basis. Compensatory (Earned) Time is not payable upon termination of employment. Therefore, employees should not accumulate large amounts of earned time. Generally, compensatory Time should be used within six (6) months of being earned, or within the time limits indicated in the employee’s bargaining unit contract or by statute, subject to supervisory approval.

Special Note: the FLSA supersedes State statute and the collective bargaining agreements. However, it provides that if the labor contract or State Statute gives a greater benefit to the employee than the Act, then the labor contract or State Statute prevails.

POLITICAL ACTIVITY

As a State employee, your involvement in various political activities, such as campaigning and running for elective office, is governed by State Statute. Also, if you are working on projects or programs financed in whole or in part by federal funds, you are subject to the provisions of the Federal Hatch Act which is generally more restrictive than State Statute. The purpose of these laws is to avoid a Conflict of Interest between your State job and such political activities.

If you currently hold an elective position or are planning to run for elective office, you should contact the DMHAS Human Resource Division for information and guidance.

SECOND JOBS (“Moonlighting”)

Your State job is your primary job. You may have a second job as long as it does not interfere or conflict with your work at the Department of Mental Health and Addiction Services. Generally, you may not participate in any outside business, professional activity, or private employment that would interfere with the Department’s working hours and efficiency, including your availability for overtime work.

DUAL EMPLOYMENT

All facilities and Local Mental Health Authorities are responsible for identifying those employees who work for more than one facility, LMHA or State agency. A dual employment request form must be completed, approved in advance, and kept on file for each employee. Separate time records and benefits will be maintained for each job.

If you request approval for dual employment your supervisor will review the dual employment work schedule with you to confirm that no situation will be created in which you may be paid twice for the same hours worked, as well as to ensure there is no overlap of hours or potential for duplicate payment. A new, revised form must be completed if there is any significant change in schedule or job responsibilities at either the primary or secondary facility. It is the responsibility of the employee holding more than one job to inform the primary employer and the secondary employer. Failure to do so may be cause for disciplinary action.

CODE OF ETHICS/CONFLICT OF INTEREST

The Department of Mental Health and Addiction Service’s Code of Ethics Policy prohibits Department employees from:

- 1) Accepting gifts or gratuities from persons or organizations doing business with the Department;
- 2) Using State information, equipment, or materials for other than State business;
- 3) Accepting employment with any consultant, contractor, organization, or individual under contract or agreement with the Department;
- 4) Having a financial interest, either directly or indirectly in any business, firm, or enterprise doing business with the State which would constitute, or create the appearance of a conflict of interest.

If you feel there may be a conflict of interest with your second job, you must notify your supervisor in writing of your involvement and its relationship with the Department. If a violation of the Code of Ethics is found, you may be required to either terminate your other employment, thereby retaining your State position, or else terminate your State position in order to resolve the Code of Ethics violation. Employees who do not notify their supervisors of a possible Conflict of Interest and who are subsequently found to have violated the Code of Ethics may be subject to disciplinary action, including dismissal.

The foregoing policy and information was taken from Administrative Memorandum No. 4 reissued December 14, 1984, and Personnel Memorandum No. 80-11, entitled Code of Ethics. A "Code of Ethics Guide" is reprinted in Personnel Memorandum No. 80-11.B. Additional copies can be obtained from the State Ethics Commission at <http://www.ethics.state.ct.us/publicinfo.htm>.

ELECTRONIC MONITORING

DMAHS has the ability to, and will, monitor the use of telephones and computers assigned/installed for state use only. Use of department telephones, including time of day, duration of call and direct dial numbers called is retrievable information. Computer information available includes access to all email records, Internet use, and software use including when and for how long it is being used. It is possible to produce actual usage records of applications and files. Access to files is available to the system administrator. Message beeper and cell phone records are also available.

TRAVEL

Your job assignment may require travel on State business. If so, you will receive mileage reimbursement for use of your personal vehicle (if you have not been issued a State vehicle) and other travel expenses in accordance with your collective bargaining agreement and/or State Travel Regulations.

All state employees who are authorized by their agency head to use their own motor vehicles in the performance of their duties, must carry at least the minimum insurance coverage of:

- Liability \$50,000/\$100,000
- Property damage \$5,000

TRAINING/CAREER DEVELOPMENT

The State of Connecticut, as an employer, is one of the largest "firms" in the State. The opportunities for promotion within the Department and throughout State service are many and varied depending on your experience and training.

It is the policy of the Department of Mental Health and Addiction Services to encourage its employees to avail themselves of educational and training opportunities that will improve their employment related skills, keep them current in their areas of expertise, and assist them in achieving their career development goals.

To meet its responsibilities the Department maintains an Education and Training Division through which it offers courses of instruction, provides Career and educational counseling, and coordinates the Department's participation in other activities, such as tuition reimbursement and in-service training.

Tuition Reimbursement is intended for off-duty job related studies, usually at a college, for the purpose of improving performance on the job or keeping up with changing concepts or developments in the current field. Qualifications and funding limits for reimbursable educational programs are established by collective bargaining agreements and/or administrative regulations.

In-Service Training programs provide the bulk of formal employee training. They are usually of limited duration, dealing with specific job-related information or skills, or courses dealing with topics of general interest to the employee for career development. Participation in in-service training programs is usually voluntary; however, the Department may select and direct employees to undertake training considered necessary to accomplish the agency mission or unit objectives.

For more information on education and training benefits please call (860) 262-5072, or visit the DMAHS Human Resources Education and Training web-site at <http://www.dmhas.state.ct.us/educationtraining.htm>.

EXAM ANNOUNCEMENTS/POSTINGS

Examination announcements for competitive positions within State service, including the Department of Mental Health and Addiction Services, are widely circulated and posted on bulletin boards at every facility. You may take any State examination for which you qualify and may consider openings in other State agencies as well as this Department. Instructions for applying for the exams are included on the announcement and application forms. The closing date for applications is rigidly enforced, so you should periodically check the bulletin boards for those examinations you wish to take. Applications for Statewide exams should be mailed to DAS-Human Resources, 165 Capitol Avenue, Hartford, CT, 06106 via the U.S. Mail and not through the inter-office mail system or the DMHAS Human Resource Division. Applications for Department of Mental Health and Addiction Services Decentralized Promotional exams (DPEP) should be mailed to the Department of Mental Health and Addiction Services DPEP Chairperson via U.S. Mail. You may have paid time off to take State examinations that conflict with your regular work hours provided you let your supervisor know in advance.

3. BENEFITS

HEALTH INSURANCE

Individual full-time employees and part-time employees who work at least 17 ½ hours per week are eligible for fully paid health insurance. Coverage for your family (spouse, unmarried children under age 19 or age 23 if a full time student) is also available with the State contributing towards the premium cost and the employee paying the balance through payroll deductions.

All State employees have the opportunity to select a health insurance plan at the time of hire and once again each year, usually during the month of May.

Every employee should carefully look at the health care options offered and be sure to electing one that best meets his or her individual and/or family circumstances. Plan description booklets, enrollment/change forms, and provider directories are available in DMHAS Human Resource Division or any of the facility Human Resource Offices.

Health insurance coverage becomes effective the first day of the second full month following application, with the premiums paid one month in advance. For example, if you applied for coverage during the month of May, you would be covered as of July 1. This would also apply to any change in coverage, such as adding or canceling family members. It is critically important that you add any new family members to your coverage, as they become eligible, by completing the proper health insurance forms. If you forget, the family member will not be covered by your health insurance and you may have to wait until the next open enrollment period to add the new member.

Continuation of coverage following termination of employment for reasons other than gross misconduct is available to eligible employees, their spouse or former spouse, and dependent children, for periods of 18 to 36 months, depending on the qualifying event. Those who elect to continue coverage will be responsible for the full premium payment. Information and premium rates for continued coverage can be obtained by contacting your local DMHAS Human Resource Division office.

Individual full-time and part-time employees working at least 17 ½ hours per week are also eligible for fully paid dental insurance through either Blue Cross or Cigna. Dental coverage is a separate election and can be combined with any of the primary health plans listed above. Dependent coverage for dental expires at age 19, whether a student or not. Continuation of coverage is available, but at the full premium rate.

GROUP LIFE INSURANCE

Group Life Insurance is an option available to permanent employees with six (6) months of continuous State service. The amount of coverage is determined according to your annual salary and premiums are paid bi-weekly through payroll deductions at the rate of \$.20 for each \$1,000 of life insurance. If you elect coverage, you must apply during your first six months or you will be required to provide evidence of insurability after that time.

This plan provides term life insurance for the duration of your State employment and terminates upon resignation. Upon retirement, your Group Life is continued at a reduced amount of coverage at no cost to you. For more details on Group Life Insurance Coverage consult your copy of the booklet, "Group Life Insurance for Employees of the State of Connecticut", or visit the Comptroller's web-site at <http://www.osc.state.ct.us/empret/>.

RETIREMENT

The State of Connecticut provides retirement benefits through the State Employees Retirement System (SERS) which is comprised of several different retirement plans. Your collective bargaining unit and date of hire determine eligibility for participation in one of these plans.

If you were first hired as a State employee on or after July 2, 1984 you are automatically covered under the Tier II (non-contributory) plan. Tier II members are eligible for normal retirement benefits at age 60 with 25 years of vesting service, age 62 with ten (10) years of vesting service, or age 70 with five (5) years of vesting service. The Tier II Plan also has provisions for early retirement at age 55 with at least ten (10) years of vesting service but with reduced benefits; work related disability retirement (no minimum service time required); non-work related disability retirement (minimum 10 years of vesting service required); and vested rights. Vested rights allow you to receive retirement benefits at the minimum retirement age if you left State service with at least ten (10) years of vesting service, but were not of retirement age at the time of separation.

Most employees hired before July 2, 1984 are covered under the Tier I plan which is a contributory plan allowing normal retirement at age 55 with 25 years of service or age 65 with 10 years of service. Persons reaching age 55 with less than 25 years of service may retire with a reduced pension as long as they have a minimum of ten years of service. Disability retirement and vested rights are also available to Tier I employees. Because Tier I is contributory, employees who terminate prior to retirement age may elect to withdraw their contributions in a lump sum instead of vesting. If a Tier I employee leaves State service with less than ten years, he or she may also request to withdraw any retirement contributions made. In either case the amount of contributions will be refunded with interest.

If you are hired by the State of Connecticut on or after July 1, 1997 you will join the Tier IIA retirement plan which requires a contribution by the employee at the rate of 5% of salary for hazardous duty members and 2% of salary for all other members. This retirement plan is similar to Tier II.

All three Tiers provide for pre-retirement death benefits payable under certain conditions to a surviving spouse and various payment options which allow continuation of retirement benefits to your surviving spouse or designated beneficiary if you die after retirement benefits have started. It is very important that you notify the Department of any change in your retirement beneficiary. Forms for reporting this are available from your local Personnel Officer or the Human Resource Division in Hartford.

For detailed information on Retirement benefits, consult your Tier I or Tier II retirement booklet. Retirement counseling is also provided by the Department's Retirement Counselor at the DMHAS Processing Center on the campus of Connecticut Valley Hospital or the Retirement Division of the State Comptroller's Office in Hartford. If you are considering retirement in the near future, it is very important that you contact a retirement counselor at least two months prior to your anticipated retirement date so that the necessary paperwork can be completed in a timely manner. Failure to provide

sufficient notice may result in a delay in receiving your retirement benefits. For more information please visit the Comptroller's web-site at <http://www.osc.state.ct.us/empret/>.

DISABILITY

The State of Connecticut Employee Long Term Disability (SCEVLTD) Program, which is offered by the Hartford, is a supplemental benefit designed especially for State of Connecticut employees. The purpose of the long term disability program is to provide insurance for income and family security if you are disabled from an accident or illness and are unable to work. The Hartford's long term disability product replaces up to either 50% or 60% of your annual base salary. For more information on this program please contact your plan administrator at 860-875-8577 or 888-SCE-VLTD.

DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)

The State of Connecticut has implemented a Dependent Care Assistance Program for all full time or permanent part-time employees. The program allows employees to pay for dependent care expenses with wages, which will not be subject to federal or state income taxes or FICA taxes. The employee can be reimbursed from his/her contributions to this account for actual dependent care expenses.

Expenses must be for dependent children under the age of thirteen, or a spouse or dependent older than thirteen who is incapable of self-care and who resides with the employee at least eight hours each day. The dependent care must enable the employee or the employee and his/her spouse, if married, to be employed.

The maximum allowable contribution to the account is \$5,000 per family or \$2,500 for a person filing separately. Any money deposited to the account for which dependent care costs are not incurred within the calendar year is lost.

During enrollment, the employee authorizes an amount of wages to be deposited into his/her Dependent Care Spending Account. To be reimbursed, a claim request form and receipt for expenses must be submitted.

For enrollment information, call Colonial Life/Benefit America at 563-8226.

LONGEVITY PAY

Each State employee with permanent status who has completed a least ten full years of State service is eligible to receive a semi-annual lump sum longevity payment. The amount of each payment is based on your length of service and salary group as of April 1 or October 1 of the current year.

You must be on the active payroll as of October 1 or April 1 in order to receive a longevity payment. If you are otherwise qualified but are on a leave of absence without pay on those dates, you will receive your longevity payment when you return to work. If

you are terminated or resign prior to those dates, you will not receive a longevity payment. However, retiring employees are allowed a pro-rated longevity payment based on service from the preceding payment date to their retirement date.

Military war service as defined by the Connecticut General Statutes is creditable for longevity purposes. In order to be credited for this time you must submit a non--returnable copy of your discharge papers to the DMHAS Human Resource Division. The periods of war service creditable for longevity purpose are as follows: World War II, December 7, 1941 to December 31, 1947; Korean Conflict, June 27, 1950 to January 31, 1955; Vietnam Era, January 1, 1964 to June 30, 1975.

If you feel you should have received a longevity payment but did not, contact the DMHAS Human Resource Division for a review of your longevity status. If you are due a payment, one will be issued. By the same token, if you receive a longevity payment to which you may not be entitled, do not cash the check but contact your supervisor or the Human Resource Division immediately as any overpayment will have to be refunded.

For further information concerning eligibility for longevity pay and payment schedules refer to Personnel Memorandum No. 76-IOB, dated September 16, 1980 and your collective bargaining contract.

PAID HOLIDAYS

Connecticut State Employees are given 12 paid holidays per calendar year. The paid holidays are New Year's Day, Martin Luther King's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas.

If you are required to work on a holiday, you will receive Compensatory Time off and/or premium pay in addition to your regular pay, depending on the provisions of your collective bargaining contract. Employees who are on paid sick leave or vacation during a holiday receive credit for the holiday; that is, the day is considered a holiday for attendance and payroll purposes and not counted as vacation or sick leave. However, anyone on leave of absence without pay over a particular holiday is not paid for the holiday.

PAID LEAVE

Vacation

Vacation leave is earned on a monthly basis. The amount of time you earn is based on the number of years you have been employed and the specific provisions of your collective bargaining agreement. *Most* employees who have been employed 0 to 5 years earn one (1) day per month; over five (5) and under twenty (20) years earn one and one quarter (1 1/4) days per month; over twenty (20) years earn one and two thirds (12/3) days per month.

Vacation leave begins to accrue following one (1) full calendar month of service and is

credited the last day of the month. You will earn vacation leave during your initial working test period; however, you may not actually use any paid vacation leave until successfully completing the initial working test period or six (6) calendar months of continuous service depending on the provisions of your collective bargaining contract.

Up to ten (10) days of unused vacation leave may be carried into the next calendar year. The maximum accumulation of vacation for employees hired on or before June 30, 1977 is 120 days and 60 days for employees hired on or after July 1, 1977. Permanent employees will be paid in a lump sum for any unused vacation upon termination.

All employees are encouraged to take a scheduled vacation each year to maintain their health and well being. However, you must request vacation leave in advance. The amount of notice may vary depending upon the length of vacation time requested and the staffing requirements of your work unit. It may not be possible to accommodate everyone's vacation needs at the same time. In such situations seniority may play a part in vacation selection. For more information consult your supervisor and your collective bargaining contract.

Personal Leave

In addition to your vacation you are allowed to take three (3) paid personal leave days per calendar year. These days may be used for personal business or for the observance of religious holidays. You are eligible to take them upon successful completion of your initial working test period. However, personal leave days do not accumulate from year to year, therefore, they must be used by December 31 or they will be lost.

You must request prior approval from your supervisor before taking Personal Leave time off. Unused Personal Leave will not be paid in a lump sum upon termination, so it should be used prior to leaving State employment.

Sick Leave

Sick leave is accumulated at the rate of one and one quarter (1 1/4) days for every full calendar month worked and is credited to you on the last working day of the calendar month. You may use accumulated sick leave during your initial six (6) month working test period if necessary. However, frequent absences may jeopardize your evaluation.

Paid sick leave can be requested when you are unable to come to work due to illness or injury. It is your responsibility to notify your supervisor as far in advance of your regular reporting time as possible of your illness and inability to come to work. You must state the nature of your illness and also provide an estimate of when you will be returning to work. Except for emergency situations, messages should not be left by friends or relatives or left with clerical staff or co-workers. If you are still unable to return to work within the estimated time, you must keep your supervisor posted as to when you will be able to return.

In addition to absence due to illness or injury, you may use sick leave for medical or dental appointments that cannot be scheduled outside of regular working hours; for

serious illness in the immediate family which requires your presence; for death in the immediate family; to attend funerals of friends or relatives; and for parental leave. Please consult your supervisor, the various DMHAS Human Resource Memoranda, and your collective bargaining contract concerning the limitations and restrictions on the use of these sick leave activities.

Although sick leave may be used for the above reasons, you are encouraged to accumulate your sick time for those instances when you will most need it, such as for long term illnesses and unforeseen accidents which may incapacitate you from working. Your sick leave is like free insurance protection for such extended absences - Save it!

The Department has a very strict policy against excessive use and abuse of sick leave, which can result in loss of pay, discipline, and eventual dismissal for violators. This policy is discussed in the Basic Work Rules Section of this Handbook.

Unused sick leave is not payable upon termination except for retirement. Upon retirement you will receive one quarter (1/4) day's pay for each day of unused sick leave to your credit up to a maximum of 240 sick days, which is the equivalent of 60 full days' pay. If you resign from State service in good standing and you are re-employed within one year from the effective date of your resignation, you shall retain sick leave accrued to your credit as the effective date of your resignation.

Maternity Leave

The purpose of maternity leave (paid sick leave) is to allow a pregnant employee reasonable time off from work during the period she is medically disabled and unable to perform her job. The length of time which the employee is approved for maternity leave depends on the length of time she is disabled as documented by an acceptable Medical Certificate (Form 33). After delivery, if the employee, through medically able to return to work, requires additional time off to care for the infant, she may apply for unpaid Family Leave (See Handbook, page 21).

Jury Duty/Subpoena

If you are summoned to court to serve as a juror, you will be eligible for special leave without loss of wages or accrued time to cover your absence from work. Those who receive the special leave from work must remit the jury duty fee to the State.

Employees testifying in court concerning job-related matters may do so on State time. However, if you are ordered to attend court as a witness in a private capacity, you may or may not be eligible for subpoena leave, depending on the provisions of your collective bargaining contract. Voluntary court appearances do not qualify for the special leave. Furthermore, if you are a plaintiff or defendant in a court action, you are not eligible for the special subpoena leave.

Military Leave With Pay

Military leave with pay is available for active duty field training purposes up to a maximum of three (3) weeks per calendar year. If you are in the National Guard or a

reserve component of the Armed Forces, you will be able to fulfill your summer camp obligations without losing any pay or vacation and personal leave benefits. In order to obtain such leave you must submit a copy of your official military orders through your supervisor to the Human Resource Division before going on leave. You should also notify your supervisor as much in advance as possible.

Military leave with pay is also allowed for unscheduled emergency call-ups of 30 days or less, but such call-ups are extremely rare.

NOTE: Employees in the maintenance and service (NP-2) bargaining unit are eligible for paid military leave for annual field training not to exceed three (3) weeks in a military training year (October 1 - September 30).

LEAVE WITHOUT PAY

Under certain conditions it is possible for employees to be absent from work for an approved period of time without pay. Time taken without pay is deducted from longevity and retirement and may affect accruals if it amounts to five days or more a month. Illness, maternity, military service, continued education, and certain personal reasons are the most common grounds for requesting a leave of absence without pay.

Depending on the circumstances surrounding the leave of absence, your job may or may not be held for you. You should be notified of the status of your position before the leave begins. If your position is being held, you will be able to return to your former job as long as you return to work upon the conclusion of your leave. If your job is not being held, you may not be able to return to work until a similar job becomes available. In either case it is important to keep your supervisor advised of your status. Failure to return to work following an approved leave of absence may jeopardize your employment status. You may request an unpaid leave of absence for the following reasons:

Medical

This may be allowed whenever a person does not have adequate sick leave to cover a long absence from work. If you exhaust your sick leave and you are still medically unable to return to work, you must advise your supervisor as soon as possible and submit a properly completed Medical Certificate to document your continued absence. During such a leave, the State will continue to pay its share of your health insurance premiums. Also, you may be eligible to purchase or credit all or part of such leave for retirement purposes.

Effective July 1, 1988, permanent State employees are entitled to a maximum of twenty four (24) weeks of unpaid Medical Leave within a two (2) year period due to a serious illness, injury, or impairment that required hospitalization or continuing treatment.

Family Medical Leave Act

Effective July 1, 1988, permanent State employees are entitled to a maximum of twenty four (24) weeks of unpaid Family Leave within a two (2) year period upon the birth or

adoption of a child by the employee, or upon the serious illness of a child, spouse, or parent.

Personal

A leave of absence without pay for personal reasons may be granted to an employee under very exceptional circumstances. The request for this type of leave must be submitted in writing to your supervisor stating the reasons for the leave and the period of time you will be absent. The granting or denial of a leave will be at the sole discretion of the agency and will be based upon business needs.

Before going on a leave of absence without pay for personal reasons you must exhaust all of your accrued vacation and personal leave time. Also, you may not accumulate any vacation or sick leave while on a leave of absence without pay, will not receive pay for holidays occurring during the period of leave, and will be required to pay your own health and life insurance premiums at the full rate to maintain coverage. Periods of leave of absence without pay for personal reasons are not creditable for retirement purposes.

Educational

Employees wishing to obtain higher education in a field directly related to their State job may apply for educational leave without pay to attend school.

A written request for educational leave should be submitted through your supervisor to the Department's Educational Committee and should include a description of the educational program, the name of the school, and the period of leave requested. Questions regarding educational leave should be directed to the DMHAS Education and Training Division. All or part of your educational leave may be purchased or credited for Retirement purposes. You must pay your own health insurance premiums to maintain coverage.

Military

If you decide to enter the armed forces of the United States, you may request a military leave of absence without pay with position held. This means that your job will be held for the period of your enlistment provided you submit a copy of your enlistment papers or other military orders to your supervisor, provide the Human Resource Division with a copy of your discharge papers upon returning, and return to your State job within 90 days of discharge. Your salary rate at the time of return will reflect all regular increases in pay as if you had remained on the active payroll.

OTHER BENEFITS

Workers' Compensation

The Department of Mental Health and Addiction Services has many programs to ensure employee safety. However, some accidents still may occur. If you experience a work

related injury or illness, you may be eligible for benefits under Workers' Compensation. Such benefits may include payments of related medical treatment, and compensation during any period of temporary disability in accordance with State Statute. In addition, injured employees may elect to supplement their workers' compensation benefits up to full pay by using their earned time accruals.

The State's Workers' Compensation program uses a managed care system. This system is managed by a third party administrator and all employees who are injured on July 1, 1993, and forward, must obtain medical care within the preferred provider network. Employees injured on or after July 1, 1993, and seek medical attention outside the network, may jeopardize their claim and benefits. It is imperative you report a work related injury to your supervisor immediately in order to insure prompt delivery of benefits and payments. Employees are required to:

- 1) Follow their doctors' instructions for treatment, medication, and activity restrictions.
- 2) Keep scheduled appointments.
- 3) Provide their doctors with an accurate account of their job duties and availability of light duty assignments.
- 4) Maintain contact with supervisors to update their condition and prognosis for return to work, and available light duty with restrictions.
- 5) Provide their supervisor or designee with updated medical documentation.
- 6) Return to work with medical authorization for regular or light duty.
- 7) Inform your DMHAS Human Resource department of any concurrent employment while receiving workers' compensation benefits.

The above rules are intended to improve communications between the injured employee, their doctors and the supervisor to ensure a safe return to work.

For more information on Worker's Compensation please visit their web-site at <http://www.wcc.state.ct.us>.

EMPLOYEE ASSISTANCE PROGRAM

At some time during employment, an employee may experience personal problems that negatively affect job performance. These problems may be related to alcohol and drug abuse, emotional difficulties, family, marriage and so on. Sometimes these problems are of such a serious nature that they require outside professional help.

The Department of Mental Health and Addiction Services strongly supports the Employee Assistance Program and is committed to helping employees deal with personal, alcohol and other substance abuse problems. For confidential information about the Department's EAP program please call 262-5391.

GENERAL WORK RULES

In order for the Department of Mental Health and Addiction Services and its facilities to operate effectively toward the goal of providing the best care to its clients, employees of this agency must be aware of those rules and regulations which impact the manner in which they perform their duties.

These General Work Rules are the minimum acceptable standards of conduct expected of all employees. Any employee who fails to adhere to these work rules or who violates such rules may be subject to disciplinary action up to and including dismissal.

These rules are not intended to be all inclusive of the professional code of ethics, professional standards of practice, DMHAS policies and standards, proper standards of conduct, or obligations of employees under the Collective Bargaining Agreements and the State Personnel Act and corresponding Regulations which employees must observe at all times. The Department may, when it deems appropriate, establish additional rules.

Questions regarding these rules should be brought to your supervisor's attention.

GENERAL WORK RULES

These work rules are applicable to All DMHAS Employees, whether Classified or Unclassified.

1. Employees shall be responsible for securing prescription and/or nonprescription drugs in their possession while at the work site. An employee taking prescribed medication(s) under the orders of a physician shall report the fact to her/his supervisor if the medication(s) may affect her/his performance.
2. Possession, ingestion or distribution of alcoholic beverages and/or illegal or controlled substances at work sites is prohibited.
3. Racial, ethnic, or sexual harassment of any person is prohibited.
4. Firearms or weapons of any kind are prohibited on work sites.
5. Employees shall maintain current and accurate personal data with their supervisor and the Human Resource Office.
6. Employees shall not conduct any personal business during working hours nor use state or work site telephones or cell phones to place or receive personal calls except in emergencies or with supervisory approval.
7. Unauthorized possession, duplication, or use of agency keys, badges, identification cards or any other State property is prohibited.

8. The removal or destruction of State property, documents, and/or other equipment or material, including client property or records, from work sites without authorization is prohibited.
9. Employees unable to report for work shall call in to their supervisor or designee within one-half hour of the start of their scheduled workday to provide the reason for their tardiness or absence and/or to request the use of earned time, as required. Where continuous operations are involved, a call shall be made at least one-half hour prior to the start of a shift.
10. Employees shall be at their assigned work places at the designated hour ready to work, and remain at work at all times in a fit physical and mental condition until the end of their shift unless excused by their immediate supervisor.
11. Employees are required to work overtime as directed.
12. Employees shall not refuse or fail to perform work assigned to them.
13. An employee shall not interfere with the productivity of other employees nor cause any interruption of work.
14. Sleeping or inattentiveness on duty is prohibited.
15. Personal errands, favors or exchanging of personal items, including money, between clients and employees is prohibited.
16. Unauthorized tape recordings, videos, or photographing of clients or employees is prohibited.
17. Employees shall comply with all State and Federal confidentiality laws and regulations and are prohibited from access, use or disclosure of service recipients' protected health information without proper authorization.
18. The development of sexual or otherwise exploitive relationships between employees and clients is prohibited.
19. Physical violence, verbal abuse, inappropriate or indecent conduct and behavior that endangers the safety and welfare of persons or property is prohibited.
20. Employees shall not falsify any client records, work reports, employee records, or other official documents.
21. Employees shall immediately report alleged violations of existing work rules, policies, procedures or regulations to a supervisor.

WORK ASSIGNMENTS

Your job is comprised of a variety of tasks that should be completed in an efficient manner. If you complete an assignment earlier than expected, move on to other work or request a new assignment from your supervisor. Being idle is more than just a waste of time and money — it's also very boring!

Unauthorized coffee or rest breaks, extended meal periods, roundabout travel routes, and failure to perform a work assignment can result in a loss of pay for the non-productive period and some form of disciplinary action being taken.

Refusal of a direct order to perform a given work assignment is considered insubordination, a very serious offense which may be cause for dismissal. If you disagree with your work assignment the rule is to "work now — grieve later".

ATTENDANCE

The efficiency and productivity of any organization, especially State agencies, depends greatly on the attendance and punctuality of its employees.

During your initial working test period and annually thereafter your supervisors will rate your attendance as part of your overall performance evaluation. You are expected to be at work and on time. Numerous absences and tardiness could jeopardize your employment status or annual increment raise.

Any absence from work not approved by your supervisor will be charged to Unauthorized Leave Without Pay. An unauthorized absence for five (5) or more consecutive workdays may be considered cause for termination.

SICK LEAVE USAGE POLICY

The guidelines described in this section pertain to *unscheduled* sick leave usage and applies to all employees in the Department. Essentially, it relates the number of days/hours and occasions of sick leave usage to employee service ratings while allowing consideration for long term illnesses, follow-up treatments, and certain other extenuating circumstances. If you are suspected of abusing or excessively using the sick leave privilege, you may be required to produce a completed Medical Certificate (Form 33) for each absence chargeable to sick leave. Abuse of sick leave is also grounds for disciplinary action, in addition to the issuance of Less Than Good or Unsatisfactory Service Ratings.

You must submit an acceptable Medical Certificate (Form 33) to substantiate a request for sick leave under the following circumstances:

- 1) to document an absence from work due to illness or injury for more than five (5) consecutive working days;

- 2) to change part of your vacation leave to sick leave if you become ill while on vacation
- 3) if you have been placed on a Medical Certificate Requirement due to excessive use of sick leave;
- 4) at any time evidence indicates reasonable cause for such a requirement

Failure to produce a Medical Certificate when required may result in the employee being placed on unauthorized leave without pay for the period involved. A pattern of unauthorized leave without pay may negatively impact the employee's service rating and also result in disciplinary action being taken in addition to the denial of pay. Generally, Medical Certificates that are based on over-the-phone diagnoses will not be accepted. The doctor must have actually examined the employee in order for the certificate to be valid. The submission of altered medical certificates is cause for termination of employment.

PUBLIC IMAGE

Your behavior on-the-job not only reflects upon you as an individual but also on your fellow employees and the Department.

You are expected to do your job properly, be courteous and helpful to your co-workers and the general public, obey work and safety rules, adhere to established work hours, meal and rest periods, and utilize State material, equipment, and supplies for authorized State purposes only.

Always be conscious of the fact that you are very much in the public eye and must act in such a way as to bring credit to the Department. Politeness, co-operation, and efficiency are characteristics that we must all strive to maintain regardless of circumstances.

CO-WORKERS

In addition to projecting a positive image you are expected to maintain harmonious working relationships with your co-workers and supervisors. There may be times when you will have differences of opinion with your fellow employees. If you cannot resolve the matter with your co-worker, your best course of action is to discuss the difficulty with your supervisor who can assist in finding a satisfactory solution to the problem.

The use of racial, ethnic, sexual remarks, slurs and/or humor is not condoned under any circumstances in the work place and is in violation of the Department of Mental Health and Addiction Services Affirmative Action Policy.

Supervisors and employees are cautioned that the recipient of such comments may interpret a seemingly harmless remark or joke intended to amuse as a sign of underlying hostility and discrimination. Such offensive behavior not only undermines morale in the work place but may also be grounds for a claim of discrimination and/or sexual harassment under State and Federal law.

The use of racial, ethnic, or sexual humor or remarks, regardless of the intention, may result in disciplinary action taken against the employees and/or supervisors who engage in or knowingly condone such behavior, or take no action to discourage such behavior where it exists.

APPEARANCE AND DRESS

Your appearance is important. Like your conduct, it not only reflects upon you as an individual but upon your co-workers and the Department as a whole. Your dress should be neat and clean and appropriate to your particular type of job. Shorts, halter tops, and other types of beach-type casual wear are not suitable business attire. If your job requires the use of safety or protective gear, such as reflective vests and safety shoes, you must wear them as required.

Although this Department does not have a formalized dress code, individual work units may have their own codes, especially those with considerable public contact. You should consult your supervisor concerning the specific dress requirements of your unit.

DRUGS AND ALCOHOL

This Department has very strict policies against the possession, use, transportation, or distribution of drugs or alcoholic beverages while on the job, and also against operating state vehicles or equipment while intoxicated, under the influence, impaired or otherwise unfit for duty. Violations of these policies will result in very severe disciplinary action being taken, which may include lengthy suspensions or dismissal.

The Federal Government enacted the "Drug Free Workplace Act of 1988", which became effective March 18, 1989. This act requires that any State Agency such as DMHAS, which receives Federal funding, in order to receive additional federal funding, must certify to the Federal Government that the State Agency will maintain a drug free workplace.

Each employee has a right to come to work and perform his or her job in a work environment that is totally free from the illegal use of controlled substances or drugs. Accordingly, the unlawful manufacture, distribution, dispensing, possession, or usage of a controlled substance or drug is strictly prohibited at all DMHAS work locations, and all DMHAS vehicles, and by all DMHAS employees while they are acting in their capacity as employees. Any employee found in violation of this policy will be fired from State Service, with no second chance.

As a state employee you have a special obligation to adhere to all applicable laws concerning the operation of motor vehicles and equipment. If you are involved in an accident on the job and found to be impaired due to the use of alcohol or drugs, you will not only be subject to disciplinary action but may also be held criminally, civilly, and personally liable for any resulting property damage, injuries, or death.

USE OF STATE VEHICLES AND EQUIPMENT

State equipment and vehicles are to be used for State business only. The use of State equipment or vehicles for personal matters or travel is absolutely prohibited. If you have occasion to drive a State car, be sure to familiarize yourself with the latest rules and regulations governing its operation. Remember that you are in the public eye, especially when you drive a State vehicle. Obey all traffic regulations and speed limits. Do not take chances or drive recklessly. Drive carefully, courteously, and within the law. Failure to follow the rules governing the use of State vehicles and equipment may jeopardize your driving privileges and result in disciplinary action being taken. You will also be responsible for all traffic violations and fines.

If your job requires you to operate a State or personal vehicle, you must have and maintain a valid Connecticut driver's license. A subsequent loss of license may jeopardize your employment status.

The unauthorized removal from the workplace of any of the State's materials, equipment, tools, supplies, or other property, for whatever reason, will be considered as a very serious offense, and will be treated for disciplinary purposes in the same manner as if these items had been stolen from the State. Such disciplinary action may include dismissal from State service.

SAFETY

All employees should use good common sense to avoid accidents and injuries. You must also pay particular attention to established safety policies and practices for specific work locations, including hospitals and facilities. Failure to adhere to established safety procedures may result in disciplinary action being taken.

If you are involved in an accident while operating a Department owned vehicle, it is your responsibility to report the accident to your supervisor so that the proper forms can be completed.

TELEPHONE USAGE

The State telephones are for the purpose of transacting State business. The use of the State phone system for personal calls interferes with business operations, and is not permitted, except in an emergency.

SMOKING POLICY

Public Act 93-304 prohibits smoking in any buildings owned, leased, and operated by the State except in separate designated smoking areas as defined by the Statute. The law does not require the provision of smoking areas in any building. Accordingly, smoking is prohibited in all DMHAS work locations, except in those specific areas qualifying as smoking areas under the Statute.

Smoking breaks are permitted outside most buildings. Employees who wish to smoke at designated outside smoking areas are asked to use the smoking receptacles provided, avoid littering, not block the doorways, keep the doors closed, and avoid developing into large groups that are noticeably visible to the general public. Smoking breaks should not be taken in front of the main entrance to the buildings or on the sidewalks around the buildings.

Employees who wish to use these designated smoking areas may do so before work, after work, and during lunchtime or break time.

The above policies are established in accordance with State law (Public Act 93-304). Violation of these non-smoking policies may result in progressive disciplinary action taken against offenders.

The help and cooperation of all employees in this effort to maintain a healthy work environment is expected and appreciated.

SMOKING IN STATE VEHICLES

There is no smoking in State vehicles.

RESIGNATIONS

At some point in your State career, you may decide it is time to make a change. In order to resign in good standing you should provide your supervisor with at least two (2) weeks written notice of your intent to resign stating the reason and your last day of work. For especially unique or highly responsible jobs, four (4) weeks' notice should be provided.

Unused vacation leave will be paid in a lump sum. Payment cannot be made for unused personal leave so it should be taken prior to termination.

If you have resigned in good standing and wish to return to work with the State, you may request a withdrawal of your resignation within one year of the date you resigned. You will be eligible for reinstatement to any state agency for two (2) years from the date you withdrew your resignation without having to retake the civil service exam. If you are re-employed within one year of the effective date of your resignation, your sick leave accrued to your credit at the time of resignation will be restored.

For more information on DMHAS programs, services and operations please visit our State of Connecticut web-site at <http://www.dmhas.state.ct.us/>. An up-to-date version of this handbook may be found at this site in the Human Resources area.

LINKS AND ADDITIONAL INFORMATION

For more information on State exams, links to other agencies, job specifications and a wide variety of helpful information you may want to visit the Department of Administrative Services' web-site at <http://www.das.state.ct.us/>

